

CITY OF LOS ALTOS

Community Development/Building Division

Telephone No. (650) 947-2752 / Inspection Line (650) 947-2754



SUBJECT: REQUIRED INSPECTIONS FOR RESIDENTIAL CONSTRUCTION

You have obtained the necessary approvals and building permits for your residence. Construction may now begin! Periodic inspections are required to ensure the work complies with the approved plans and applicable codes. The following information is provided to assist you through the inspection process. If you need any clarification or assistance with the inspection process, please call us at (650) 947-2752.

APPLICABLE CONSTRUCTION CODES

Your plans were reviewed for conformance with the provisions of the latest adopted edition of the California Code of Regulations and city zoning ordinances. All construction shall comply with the approved plans and applicable construction codes.

GENERAL REQUIREMENTS

Building permit, approved plans, reports and all correction notices are required to be available onsite for review. Inspections will not be made without them. *Any revision to plans shall be submitted and approved by the City before the work is started.*

Call the City of Los Altos inspection line at (650) 947-2754 to schedule an inspection. Inspections requested prior to 3:00 p.m. will generally be made on the next working day, unless otherwise requested. **The following information is needed to schedule an inspection: building permit number, street address, phone number during the date of the inspection and the type of inspection requested.**

Every permit expires if work is not started or does not have a signed inspection within 180 days of permit issuance, or 180 days of the last signed inspection. Cancellation of the permit is automatic after 6 months with no approved inspection. If a written request is received prior to the expiration date, the Building Official may extend the permit for one 6 month period.

Revisions/field changes shall be approved by City plans examiner prior to re-inspection.

ALL INSPECTION REQUESTS SHALL BE GROUPED TOGETHER IN THE FOLLOWING ORDER:

I. Foundation Inspection

1. Post house address so that it is visible from street.
2. Building setback/floor height letter shall be submitted to Building Division and approved prior to inspection request. Approved letter shall be available on site.
3. Forms, steel reinforcing, gravel/sand base and membranes shall be in place for a concrete foundation according to the approved plans. All foundation bolts and holdowns shall be set in forms. (Note: Any underslab services shall be inspected before covering) All foundation details shown shall be completed concurrently. **NO PHASED OR PARTIAL INSPECTIONS.**
4. A grounding electrode device (e.g. concrete encased electrode) is required to be in place.

Do Not Pour Concrete Until the Inspection Card Is Signed By the City Inspector

II. Underfloor/Rough Inspection (framing, plumbing, mechanical)

1. All under floor building service equipment, floor framing, conduit, piping accessories and duct work shall be in place.
2. Provide tests for drain and vent systems, all gas lines, and water and sewer lines. Strap drains and water pipe properly. Install plumbing cleanouts.
3. Provide the required under floor access openings(s) and access to drain cleanouts.
4. Epoxied holdown features (i.e. threaded rods) anchored to existing foundations below engineered shear walls shall be "special inspected". The required Special Inspection Report shall be on site and available to the city inspector. Anchor bolt spacing and transfer details shall be in place and completed.

DO NOT INSTALL INSULATION UNTIL PERMISSION IS GIVEN BY THE CITY INSPECTOR.

II a. Underfloor Insulation Inspection

1. Under floor insulation shall be installed only if all applicable trades associated with the under floor inspection have been approved on the permit card or if an inspector has given written permission to view under floor corrections at the time of the insulation inspection.

III. Exterior Nailing

1. Roof sheathing inspection is made after all roof framing and sheathing have been installed and prior to putting on any roofing material. Contact your inspector to verify if a roof height letter is required prior to requesting an inspection.
2. Complete nailing of exterior sheathing and interior shear wall transfer as required by plans.
3. All straps shall be fastened in place.

IV. Rough All Inspection (Framing/Electric/Plumbing/Mechanical and Fire Sprinklers)

1. Finish roof materials, doors and windows shall be installed prior to inspection request.
2. Complete rough electrical systems including all smoke detectors, electrical boxes and panels should be in place and supported. Splices and all wiring in boxes shall be complete including continuous equipment grounding system.
3. Complete plumbing systems including DWV test, gas pressurized and potable hot/cold water lines pressurized.
4. Complete all required fire suppression piping. Fire department sign off on permit card is required prior to calling for rough all inspection.
5. Complete mechanical systems including flues, combustion air, ducts, and working clearance requirements. Air conditioning unit shall be pre-approved by Planning Division to meet City noise ordinance.
6. Complete framing per C.B.C. and structural design by engineer/architect. Any changes from approved plans shall be re-approved by City plans examiner and back at jobsite for inspector. Failure to submit changes to Building Division will result in a delay of framing approval.

DO NOT INSTALL INSULATION WITHOUT A CITY INSPECTOR'S WRITTEN PERMISSION.

V. Insulation and Miscellaneous Inspections

1. Complete wall/ceiling insulation and seal penetrations through floors, only if framing rough electrical, mechanical and plumbing has been approved on permit.
2. Interior shear wall nailing shall be completed and inspected prior to drywall installation.
3. Shower pans shall be sloped and filled with water 24 hours in advance of inspection. Be prepared to remove plug and establish drainage weeping..
4. Water service and sewer lateral hookup. This can be done at any scheduled inspection

VI. Drywall, Lath and Interior Inspections

1. Drywall nailing is inspected prior to taping.
2. Tile lath, exterior lath/stucco wire is inspected after lath backing and weep screed are in place. Two layers of grade D paper required for exterior lath applied over wood base sheathing.
3. Provide final gas test after concealment per California Plumbing Code.

VII. Electric Meter Release

1. Complete device wiring such as switches, receptacles, lighting and appliances including air conditioning units. No open wiring allowed.
2. Complete circuit breaker installation in main and sub panels including labeling of dedicated circuits.
3. Complete hot, cold and gas piping bonding. Verify grounding conductor for concrete encased electrode ground connection is visible thru access panel.
4. Deliver electric release to P.G. & E. to complete meter connection to panel.

VIII. FINAL INSPECTION

1. Final inspections required by other departments (planning, engineering, public works, fire) must be completed prior to requesting a final inspection from the Building Division.
2. Final grading, front yard landscape, driveway, front door approach and any other conditions of approval must be completed prior to inspection request.
3. Structures shall have a final appearance. Painting shall be complete including metal roof top flashing. Remove all debris from property.
4. After the building is inspected and ready for occupancy, the building permit inspection record with the final signature thereon serves as the official Certificate of Occupancy. A gas meter release, if required, will be granted at this time.